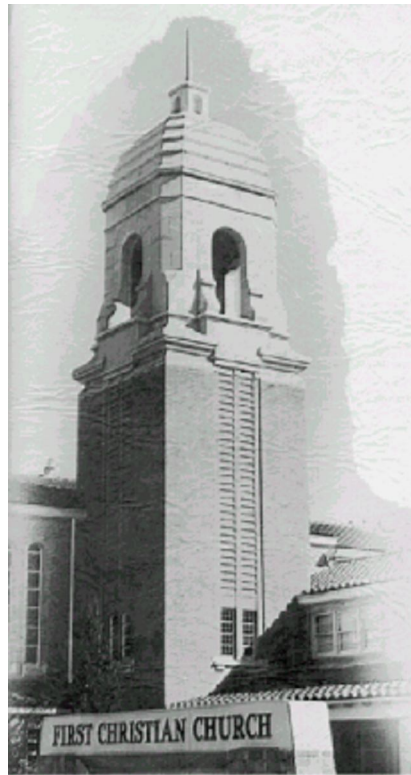


WEDDING GUIDELINES



First Christian Church

**2323 Broadway
Lubbock, Texas 79401
806.763.1995**

INTRODUCTION

It is the desire of First Christian Church to make your wedding a beautiful and meaningful event. It is our prayer that you will cherish the memory of your wedding day through the years. We want to extend every possible courtesy to you and your wedding party to make your day a time to remember. This booklet contains information concerning policies that have been designed to preserve the dignity of worship, to protect church property, and to assure the theological and spiritual dimension of your wedding ceremony, and the heritage of First Christian Church.

We ask that you take a few moments to **read** this Policy Handbook carefully. Please be advised that you are **not renting** the church for a wedding but you are paying for use of the church **per the policies outlined in this booklet.**

RESERVING THE CHURCH FOR WEDDINGS

1. CALL OUR WEDDING COORDINATOR for an appointment.

2. CALL THE PASTOR of your choice to see if he/she will be available to perform your ceremony on the date you have chosen.

If you wish to ask one of our pastors, please call the church office.

One of them will be happy to guide you and your fiancé through premarital counseling, the rehearsal, and the ceremony.

3. MEET WITH OUR WEDDING COORDINATOR. At this meeting you:

6. Receive our policy handbook, wedding contract, and wedding agreement form from our wedding coordinator.

7. Tour the building.

8. Reserve your date by making a \$100 non-refundable deposit.

9. Discuss fees in detail.

10. Discuss church reception arrangements. (optional)

4. THEN:

1. Meet with our Minister of Music.

2. Hire a florist.

3. Hire a photographer.

4. Print Invitations.

5. Two weeks prior to the ceremony, pay the balance in full, confirm the order of the ceremony and proof the program with the wedding coordinator and music staff.

CHURCH OFFICE HOURS

Monday – Thursday: 8:30 a.m. – 5:00 p.m.

Friday: 8:30 a.m. – 4:00 p.m.

Summer Hours

8:30 a.m. – 4:00 p.m.

Saturday (receptionist only): 9:00 a.m. – 11 a.m.

(Tour of the facilities not available on Saturdays.)

CHURCH ADDRESS AND PHONE

2323 Broadway

Lubbock, Texas 79401

(806) 763-1995

FAX (806) 763-5904

WEDDING LOCATIONS

Weddings that require a rehearsal, attendants, and a substantial number of guests can be booked at one of three (3) locations in the church, depending on the size of the wedding (expected number of guests and number of attendants).

THE SANCTUARY: Seating Capacity - - 600 (main floor), Color Scheme: Parquet floor with multi-colored paisley pew cushions, oak pews, white walls, **Structure:** Two-story with rear choir balcony, rectangular with center aisle and side aisles, stained glass windows at front and sides, grand piano (front), pipe organ (choir balcony), Number of pews on each side: 26, Number of steps to the platform: 4

THE CHAPEL: Seating Capacity - - 150, Color Scheme: Pale flecked plum carpet bordered in dark flecked plum, dark walnut pews and cross at the front, **Structure:** Octagon shaped with "lantern" ceiling, center aisle and side aisles, upright piano and electric organ (left front), stained glass panels, Number of pews on each side: 9, Number of steps to the platform: 1.

THE GARDEN ROOM : Seating Capacity - - 50, Color Scheme: Rust tile floor, walnut beams, white brick walls, teal chairs, **Structure:** Rectangular room with greenery along two walls, skylight, grand piano and small organ in adjoining Kuykendall Hall.

WALK-IN WEDDINGS

Walk-in weddings with **NO** rehearsal or any preparations and few guests, may be scheduled by our pastoral staff. A member of our pastoral staff must officiate at the ceremony. A pastor's gratuity is proper protocol for this type of wedding.

CHURCH RECEPTION LOCATIONS

A church reception requires the presence of our wedding coordinator and use of the church's serving ware. No alcoholic beverages may be served. The reception may take place in one of two (2) locations in the church:

KUYKENDALL HALL: Color Scheme: Pale beige carpet, paneled walls, teal chairs, **Structure:** Hall lit by chandeliers and fluorescent lighting, grand piano, small organ. Kitchen is adjacent to Hall. Bride's table: 59" wide, 103" long, (with leaves), and 31" high. Groom's table: 42" wide, 74" long (with leaves), and 31" high.

CHAPEL PARLOR: Color Scheme: Light beige carpet, parquet floor under the serving table area, green & gold decor, teal chairs, **Structure:** West windows, sunken area, small organ, handicap ramp, kitchenette adjoining. Bride's table: 54" wide, 99" long, 31" high, Groom's table: regular dinner table size.

CHURCH POLICIES

1. **Church member* weddings may be booked up to 12 months in advance.**
2. Non-church member weddings may be booked up to 6 months in advance.
3. **WE WILL NOT BOOK WEDDINGS ON:** New Year's Eve, New Year's Day, Palm Sunday Weekend, Easter Weekend, Memorial Day Weekend, Independence Day, Labor Day Weekend, weekend prior to Thanksgiving, Thanksgiving Weekend, Christmas Eve, Christmas Day, or the Week between Christmas and New Year's.
4. Saturday ceremonies **will begin no later than 8:00 p.m. for members, 7:00 p.m. for non-members.**
5. All rehearsals must **begin no later than 6:00 p.m.**
6. Weddings and receptions **must clear the building by 9:30 p.m.**
7. **All music requiring organ will be played by one of our church organists. Music for the wedding ceremony must be approved through our Minister of Music.**
8. **The church will be open:**
 - a. On Saturday mornings to decorate between 8:30 – 11:00 a.m.
 - b. During the rehearsal hour.
 - c. 3 hours before the ceremony.
 - d. 2 hours after the ceremony (with church reception)
 - e. 1 hour after the ceremony (with no church reception).
9. **Time limit for the rehearsal is one (1) hour.**
10. **Time limit for the ceremony is one (1) hour.**
11. **Food and drink are not allowed in the Sanctuary or Chapel.**
12. If the wedding party and guests remain in the building after 9:30 p.m., **the compliance fee of \$150 will be forfeited.** 13. **The air conditioning/heating will be turned on approximately 2-3 hours before the ceremony.** Please do not have your florist or food supplier deliver too early.
14. **No alcoholic beverages** will be brought in or around the church property, including the parking lot.
15. **Birdseed or bubbles are permitted outside the church building.** Fireworks, confetti, rice, or rose petals may not be used at all.
16. **The church will not be liable for any items (lost or stolen)** belonging to the wedding party, florist, photographers, food suppliers, or musicians.
17. **Any damage to church property because of the wedding event will be the responsibility of the wedding party.** The wedding party will be billed for damages.
18. **The compliance fee (\$150) will be refunded if all church policies have been observed. (le...damage to building, time frame observed, etc...)**

* A member wedding is defined as the bride or groom and/or parent/grandparent/guardian of the bride or groom who is a current member.

YOUR PAYMENT PLAN

A deposit of **\$100** is required to reserve the church for your wedding. This deposit is non-refundable, but applied to your balance.

THE BALANCE

The remainder of the balance may be paid in installments or paid in full. However, the balance must be paid in full at least **TWO WEEKS** before the wedding or your wedding will be cancelled.

METHOD OF PAYMENT

Payments may be made in the following manner:

CASH PAYMENT may be made at the church office during regular office hours. A receipt will be given to you, and the payment will be deducted from your balance.

CHECKS are to be made payable to "First Christian Church" for "wedding." Your check will be your receipt, and your payment will be deducted from your balance.

WEDDING INVITATIONS

Have your information ready for the printer. The church's address is "2323 Broadway." Location of the ceremony in the church may be stated as: (Sanctuary wedding) "The Sanctuary of First Christian Church," (Chapel wedding) "The Hodges Chapel of First Christian Church." The church reception location may be stated as (Kuykendall Hall) "Reception following in Kuykendall Hall," (Parlor) "Reception following in the Chapel Parlor."

MUSIC GUIDELINES

Music is a very important part of the wedding ceremony, and should always be in keeping with the sacredness and dignity of the occasion. All music and texts should bring glory to God. Popular music and Broadway show tunes are perfectly acceptable at receptions, but are not acceptable for the religious ceremony. Therefore, our Minister of Music wants to assist you in selecting music for your wedding.

CASSETTE/CD RECORDING & SOUND TECHNICIAN

A Sound Technician must be present during your rehearsal and ceremony.

The Sound Technician will:

1. Provide a wireless microphone for the officiating pastor
2. Set up microphones in the front (and/or rear balcony in the Sanctuary) for soloists/musicians and rehearse with them, if needed.
3. Record the ceremony on a cassette master tape, and/or a audio CD
4. Provide an audio feed for the videographer.

DECORATION POLICIES

Elaborate or extensive decorations are not acceptable. You may choose to do your own decorating or you may hire a florist. All florists may meet with our Wedding Coordinator for decoration approval.

SEASONAL DECORATIONS

Our worship and meeting areas contain special decorations during certain times of the year. We ask that you be aware of this and incorporate these decorations into your ceremony (and church reception), as they will **not** be removed during the season.

ADVENT/CHRISTMAS DECORATIONS

First Sunday after Thanksgiving until New Year's Day

- A. The SANCTUARY** is decorated with a 20-foot evergreen tree trimmed with gold and white ornaments and white lights. The tree is to the left of the pulpit (left front). Evergreen boughs and red bows line the lectern and pulpit. Evergreen wreaths with red bows are on the arches along the pews and on either side of the communion table at the front center. A large advent wreath is located in front of the communion table.
- B. The CHAPEL** is decorated with evergreen boughs and a large Advent wreath with a red bow.
- C. KUYKENDALL HALL** has a ceiling-height evergreen tree decorated with multi-colored lights and decorations, located to the left of the stage area.

LENT/EASTER DECORATIONS

Ash Wednesday (40 days before Easter) through Easter Sunday

The **SANCTUARY and CHAPEL** each have a large rough-hewn, free standing cross at the front, with crucifixion symbols (spear, crown of thorns, nails, etc.).

OPTIONAL DECORATING ACCESSORIES

- 1 "half-moon brass candelabra
(15 candles with 1" candle base)*
- 2 "diagonal" brass candelabras
(7 candles each with 1" candle base)*
- 2 candle lighters
(Brass with wooden handles)
- 1 kneeling rail
(Pale green wrought iron, velvet cushion)
- Guest Book Table (Chapel) or Stand (Sanctuary)
- * Candles @ \$1.00 each

Please let our wedding coordinator know if you need any of these accessories.

FLORAL DECORATING POLICIES

- 1. Decorating should be done with good taste. Elaborate decorations are not acceptable. **Decorations other than candles, greenery, flowers and bows are not acceptable.**
- 2. Decorations should not damage church property- - do not use tacks, pins, screws, nails, or glue to fasten decorations.
- 3. Use dripless candles only. The use of clear plastic under all candelabras is required.
- 4. For Chapel weddings: only the lectern and pulpit will removed by our custodians.
- 5. Florist must remove decorating items **immediately** after the ceremony. **The church staff will not be responsible for floral decorations left in the building overnight.**
- 6. The church is open for decorating on Saturday 8:30 a.m.– 11:00 a.m., and 3 hours prior to the wedding ceremony.
- 7. Please inform our wedding coordinator when the decorating will take place.
- 8. **Have your florist or decorator sign your Wedding Agreement Form.**

PHOTOGRAPHY POLICIES

1. Close range photos are taken **BEFORE** or **AFTER** the ceremony.
2. During the ceremony, photos are taken from the back of the Sanctuary in the balcony of the Sanctuary, or in the back of the chapel. **NO FLASHES ARE ALLOWED** during the ceremony.
3. Photos may be taken as the bride enters the Sanctuary or Chapel and as the bride and groom leaves the Sanctuary or Chapel.
4. **NO CLOSE RANGE PHOTOGRAPHY MAY TAKE PLACE DURING THE CEREMONY.** Parts of the ceremony such as lighting of a unity candle or exchange of wedding rings may be reenacted for photography after the ceremony.
5. The church will open 3 hours before the ceremony for photography.

VIDEOGRAPHY POLICIES

1. Video cameras will only be allowed in the rear balcony.
2. Audio feeds will be given to the videographer in the balcony.
3. The church will open 3 hours before the ceremony for videography.
4. Have your videographer sign your Wedding Agreement Form.

PREPARATIONS FOR A CHURCH RECEPTION

Meet with our wedding coordinator and discuss reception arrangements. Topics should include:

1. Date and time of wedding and reception.
2. Number of guests expected.
3. Type of punch you wish to serve.
4. Church serving ware.
5. Tablecloth rental.

BRIDE'S RESPONSIBILITIES

Traditionally, the bride selects friends and/or relatives to serve cake, punch, and coffee. Our reception staff will be "behind the scenes" making sure that enough food and beverage is being prepared and provided from the kitchen. The bride is also asked to provide:

1. Wedding cakes and food.
2. Knives to cut the cake.
3. Punch & coffee (alcoholic beverages and red punch are not allowed).

FOOD PREPARATION

Please notify the wedding coordinator when cakes and food will be delivered to the church on the wedding day. Failure to do so may result in the church being locked at the time of delivery.

Air conditioning/heating will be turned on two-three hours before the ceremony. Please do not have food delivered too early. Easiest access for delivery to the kitchen for a reception in Kuykendall Hall is by going to the East parking lot and using the alley doorway. Use the Avenue X office entrance for Chapel Parlor reception deliveries.

THE REHEARSAL

The wedding rehearsal is usually on the evening before the day of the wedding. It is best to have the rehearsal dinner AFTER the rehearsal, to avoid any delays in the rehearsal. The rehearsal MUST begin on time! You have booked our church for a SPECIFIC TIME LIMIT. Our custodian will open the church no earlier than ½ hour before the rehearsal. Be sure to notify our coordinator of any change in the rehearsal time. Failure to do so may result in the church being locked when the wedding party arrives, because our custodial staff may not be informed of the time change.

REHEARSAL GUIDELINES

1. **THE OFFICIATING PASTOR** will be in charge of the rehearsal. Our wedding coordinator will be present to assist. Wedding consultants may come in a guest capacity.
2. **ONE HOUR IS SET ASIDE FOR YOUR REHEARSAL.** Treat this hour with as much importance as your actual ceremony. Any delays will cost the pastor, organist, soloist, custodian, sound technician and wedding party their time, and will cost the church the expense of air conditioning or heating.
3. **NO SMOKING, FOOD, OR DRINKING OF ALCOHOLIC BEVERAGES is permitted in or around the church building/property during the rehearsal.**
4. The following people should be present at the rehearsal: the attendants, pastor, bride, groom, and musicians, both sets of parents, ushers, and people assigned to light candles.
5. Be prepared to take care of the following:
 - a. Groom should deliver marriage license and gratuity for pastor to the pastor before the rehearsal.
 - b. Give the pastor a list of attendants in the order you wish them to process and recess.
 - c. Assign a head usher. Decide who will seat the mothers, and how many family pews to reserve.
 - d. Provide a copy of the ceremony order to the pastor, sound technician and organist for their "cues."

THE WEDDING DAY

The church will open 3 hours before the ceremony and/or during office hours.

DRESSING ROOMS

The bridal party may dress in the BRIDAL LOUNGE AREA. The lounge contains large mirrors, rest rooms, lavatory, and couch. The bridal changing rooms contains a mirrored storage closet for gowns and dresses. We will store gowns and other possessions ONLY ON THE DAY OF THE WEDDING. We cannot be responsible for stolen or misplaced articles, although great care will be given to protect your belongings. It is wise to appoint a close friend or relative to keep track of your wedding accessories before and after the ceremony.

The groom and groomsmen may change in either the Conference Room or in Room 107.

GUEST BOOK TABLE

A guest book table or stand will be provided for your greeter at the entrance of the Sanctuary or Chapel.

RECEPTION

Your receiving line will take place at the reception. Gifts may be presented at this time.

CONGRATULATIONS!

We wish you much happiness in your future together, and hope that your wedding at First Christian Church will be a meaningful experience. Many couples from different denominational backgrounds have found First Christian Church to be a wonderful church home. We hope to share the worship of our Lord with you in your life together.

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